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GDR ORDER OF 15 DECEMBER 1952 ON ISSUANCE OF DUTY PASSES

Comment: The following is the full text of an order, published 15 December 1952, which provides for the introduction of a new duty-pass system in the GDR (German Democratic Republic). This order is an example of the efforts being exerted by the East German Communist regime to strengthen internal security. The order calls for 16 separate types of duty passes to be issued to the functionaries, employees, and workers of the "local organs of the state authority" (which replaced the Laender governments in July 1952), and to the functionaries, employees, and workers of "all other state organs and institutions."

A tabulation of the various types of duty passes issued, showing physical details and a listing of personnel groups for whom each type of pass is applicable, is appended to the order.⁷

ORDER OF 15 DECEMBER 1952 PERTAINING TO THE ISSUANCE AND CONTROL OF DUTY PASSES AND TO THE REGULATIONS ON ADMITTANCE TO OFFICES OF THE LOCAL ORGANS OF THE STATE AUTHORITY AND OF ALL OTHER STATE ORGANS AND INSTITUTIONSArticle 1

This order is effective for the offices of the local organs of the state authority and for all other state organs and institutions in the GDR and in the Soviet Sector of Berlin, with the exception of:

- a. Offices of the GDR government, for which special regulations are effective.

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b. Shops and offices whose workers and employees are issued shop and duty passes as provided by the Order of 9 May 1952 Pertaining to the Issuance of Shop and Duty Passes and to the Regulations on Admittance to Premises of People-Owned Shops and Other Official Premises (Ministerialblatt, page 55).

c. Shops and offices for whose workers and employees shop and duty passes are issued in accordance with the Order of 4 July 1952 Pertaining to the Issuance of Shop and Duty Passes and to the Regulations on Admittance to People-Owned Shops and Administrative Offices, and to Other Official Premises and Institutions under the Jurisdiction of the East Berlin Magistrat (Verordnungsblatt fuer Gross-Berlin, Section I, page 336).

Article 2

Admittance to premises of the local organs of the state authority will be granted only to persons in possession of duty passes, entry cards, or temporary passes.

Article 3

Duty passes will be issued to all workers and employees of the local organs of the state authority and to the workers and employees of all other state organizations and institutions, as specified in the table appended to this order.

Article 4

1. All duty passes, except those issued to technical personnel [see Appendix, Type M, for definition], entitle their holders to enter those institutions and installations under the jurisdiction of the issuing office which are not subject to special regulations.

2. Duty passes for technical personnel entitle their holders to enter their place of work only.

3. At the request of the employing office, an authorization for the extension of an employee's or worker's entry privileges to include access to official premises other than those already specified in the pass, may be granted, provided proof of urgent necessity for such access accompanies the request. The authorization will be entered on page 4 of the pass. The entry must include the date and place of issue, the signature of the cadre section chief or of the cadre instructor, and the official seal.

Article 5

1. The issuance, distribution, control, and withdrawal of duty passes shall be the responsibility of the pertinent cadre sections.

2. Duty passes will be signed by the chief of the cadre section or by the cadre instructor. The use of signature stamps is not permissible.

3. Duty passes for chairmen, deputy chairmen, and secretaries of the Bezirksraete (regional councils) will be issued by the Office for Coordination and Control of the Functions of the Administrative Organs [hereafter referred to as Office for Coordination and Control], Berlin, C2, Am Zeughaus 1/2, and signed by the director.

4. Duty passes for chairmen, deputy chairmen, and secretaries of the Kreis councils, and for Oberbuergermeister of large cities [not under Kreis supervision] will be issued by the cadre sections of the Bezirksraete.

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5. Duty passes for the chairmen of the Bezirksraete will be issued by the cadre sections of the Bezirksraete and signed by the chairmen of the latter.
6. Duty passes for Buergermeister of towns and communities will be issued by the cadre sections of the Bezirksraete and signed by the chairmen of the latter.
7. Duty passes for members of the Bezirk and Kreis councils will be issued by the responsible cadre sections and signed by the chairmen of the various councils.
8. Duty passes for the heads of all other state organs and institutions will be issued by the cadre sections of the next higher authority.
9. The extension of the period of effectiveness for all types of passes will be the responsibility of the cadre sections of the offices by whom the holders of such passes are employed at the time the extension is authorized, irrespective of the original issuing authority.

Article 6

1. Duty passes will be issued immediately following employment of personnel.
2. The cadre sections will maintain records on the date of issuance, period of effectiveness, confiscation, invalidation, extension of entry privileges, and loss of duty passes. Register JV-307, to be obtained from the Printed Forms Publishing and Distributing Organization, Erfurt, will be used for this purpose. This register shall be maintained in such a way as to make available, at all times, complete data pertaining to the issuance of duty passes.
3. All notations entered in the duty pass must be typewritten. A photograph of the recipient will be pasted in the space provided for this purpose, and the official seal will be affixed in such a way as not to mar the photograph or the legibility of the entries. At the time of issue, recipients of duty passes must sign their names in ink in the space indicated, alongside the photograph.
4. The official designation of the place of employment, or an abbreviation of such designation, will be rubber-stamped onto the space so indicated, on page 3 of duty passes R and S.

Article 7

1. The loss of a duty pass by a member of a cadre section must be reported by the member without delay. A sworn statement of the attendant circumstances must accompany the report. This statement will be incorporated into the member's personnel file. The chief of the cadre section, or the cadre instructor, will declare the lost document invalid, and will so inform the section or sections responsible for the control of passes for the authorized area of access. The loss of duty passes A, D, and E must be reported by the responsible cadre section to the Ministry of Interior. A declaration of nonvalidity must accompany the report. The chief of the pertinent cadre section will bear the sole responsibility for the decision as to whether or not a lost pass should be replaced. All replacement passes will be provided with a new number and the recipients of these passes must sign for them again at the time of reissue.
2. When the holder of a pass is separated from duty, the pass will be confiscated. Diagonal lines in the form of an "X" will be drawn in ink on both the front and the back of the document, and the pass will be marked "canceled."
3. When it is physically impossible to confiscate a duty pass, the pass will be declared invalid and treated as if it had been lost.

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Article 8

1. Duty passes shall be effective for 2 years, provided the holders of such passes have not changed duty posts during this period, and provided the necessary confirmations of validity have been entered in the pass for each quarter of the calendar year or years. Replacements will not be issued prior to the expiration of the 2-year period, except when frequent changes of personnel data have had to be entered in the pass, or in the event of loss. All changes made in the document must be dated and signed by the chief of the pertinent cadre section, or by the cadre instructor. In addition, a small official seal must be affixed to such entries. For the entry of quarterly confirmations of validity, a column with eight vertical divisions has been provided. Each such division is headed "valid until."

2. The expiration date of the quarter current at the time of the entry will be marked in the proper space, above the signature of the cadre section chief or cadre instructor. All entries will be made in ink, and a small seal or stamp will be affixed to them. Authorizations will be entered only for the quarter current at the time of entry.

3. When a duty pass is issued, the blank spaces for expired quarters will be crossed out by drawing an "X" through them.

Article 9

1. In instances of special urgency, entry cards JV 110 c (see appended table) may be issued to functionaries of democratic mass organizations whose official duties require them to have constant access to the various offices of their organizations. Applications for such entry cards must include a statement of justification.

2. Entry cards shall be effective for a period of one year provided the holders of such cards must, for official reasons, continue to have access to the premises in question, and provided the confirmation of validity is entered on the card for each quarter of the calendar year.

3. For the issuance and control of entry cards, articles 5, 6, 7, and 8, above, shall have special applicability. Entry cards shall be valid only when presented in conjunction with the German Identity Document [which must be carried by all German nationals who are permanent residents of the GDR (OO-W-2399)].

4. Outsiders (sales personnel of HO [State Trade Organizations] and consumers' cooperatives) who, by virtue of their activity, must have access to a particular place of work for a period of more than 8 days will, at the request of their organization, be granted authorizations of access to specified areas in addition to the original entry privileges. The statement of authorization will be entered in the pass by the cadre sections which are responsible for the official premises to which access is to be extended.

Article 10

1. Persons not in possession of duty passes or entry cards entitling them to admittance to specific places of work shall not be permitted to enter premises which are subject to admittance control unless they have been provided with a temporary pass. The names of such persons must be announced by telephone to the persons whom they wish to contact.

2. Temporary pass JV-300 (see appended table) will be issued by the admittance control authorities upon presentation of the German Identification Document.

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1. The printed forms for duty passes, admittance cards, and temporary passes must be obtained from the Printed Forms Publishing and Distributing Organization, Erfurt, Anger 37/38, at the expense of the requester.
2. Orders for duty passes will be placed by the chairmen of the Bezirksraete for their Bezirk and Kreis councils, and by the Kreis councils for the towns and communities. The chairmen of the councils for large cities (municipal councils) will channel the requests of their councils to the Stadtbezirke [which, in accordance with the recent administrative reform, replace the former Verwaltungsbereiche (administrative districts)], and the Stadtbezirke will forward their orders to the Printed Forms Publishing and Distributing Organization.
3. For the chairmen, deputy chairmen, secretaries, and members of the municipal and Kreis councils, and for Oberbürgermeister of large cities, duty passes A, D, and E (see appended table) will be issued centrally, and will be distributed by the Office for Coordination and Control. The cadre sections of the Bezirksraete will inform the cadre section of the Office for Coordination and Control of the total number of duty passes requested.
4. Orders for duty passes for all other state organs and institutions must be channeled through the cadre section of the next higher authority.
5. Duty passes will be delivered to the organs which place the orders.

Article 12

1. The duty passes, admittance cards, and temporary passes provided for by this order will be issued immediately. The pertinent cadre sections shall be responsible for the implementation of this order.
2. The cadre sections shall be responsible for completing the issuance of duty passes on or before 31 December 1952. As of 1 January 1953, all employed persons must be in possession of the new duty passes.

Article 13

1. This order shall become effective on the date of promulgation.
2. The Order of 5 November 1951 Pertaining to the Issuance and Control of Duty Passes and Entry Cards (Ministerialblatt, page 127) and the Modification of the Order of 1 August 1952 Pertaining to the Issuance of Duty Passes and Entry Cards (Ministerialblatt, page 116) are hereby revoked.

By order of Sorgenicht, Chief of Main Administration,
 Office for the Coordination and Control of
 the Functions of the Administrative Organs

Stoph, Minister,
 Ministry of Interior
 Berlin, 15 December 1952

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APPENDIX

**Physical Description and Distribution of the 16 Types of Duty Passes
Provided for by GDR Ministerial Order of 15 December 1952**

<u>Type</u>	<u>Form No</u>	<u>Color</u>	<u>Personnel to Whom Issued</u>
A	--	Blue, imitation leather binding with GDR emblem imprinted in silver	Chairmen, deputy chairmen, secretaries, and other members of the regional councils
D	--	Dark brown, imitation leather binding with GDR emblem imprinted in gold	Chairmen, deputy chairmen, secretaries and other members of the Kreis councils
E	--	Light brown, imitation leather binding with GDR emblem imprinted in gold	Oberbuergermeister of cities not under Kreis supervision
K	JV 101a	White with blue printing	Buergermeister of towns and communities under Kreis supervision
L	JV 102a	Green	Employees of the regional councils
M	JV 103a	Green with red diagonal stripe	Technical personnel (motor vehicle drivers, char force, mechanics, messengers, stokers, and janitors) of the regional councils
N	JV 104a	Blue	Employees of the Kreis councils
O	JV 105a	Blue with red diagonal stripe	Technical personnel of the Kreis councils
P	JV 106a	Blue	Employees of municipal councils (councils of cities not under Kreis supervision) and of Stadtbezirke (including chairmen of the Stadtbezirke)
Q	JV 107a	Blue with red diagonal stripe	Technical personnel of municipal councils and of their Stadtbezirke
R	JV 108a	Grey	Directors and employees of all other state organs and institutions, such as institutions of the people-owned wholesale trade, administrations of the people-owned retail trade, administrations of people-owned enterprises, administrations of people-owned farms, administrations of people-owned machine tractor stations, administrations of people-owned collection and purchasing enterprises, dispensaries and hospitals on Kreis and Bezirk level, Kreis and Bezirk offices of the Central State Administration for Statistics, offices of

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S	JV 109a	Grey with red diagonal stripe	the public prosecutor on Kreis and Bezirk level, Intra-German and Foreign Trade Organization, research institutes, planning bureaus
T	JV 110a	Pink	Technical personnel of all other state organs and institutions
U	JV 110b	Pink with red diagonal stripe	Employees of councils of towns and communities under Kreis supervision
V	JV 110c	White with pink printing	Technical personnel of councils of towns and communities under Kreis supervision
--	JV 300	White	Admittance card
			Temporary pass

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